



## Ohio Administrative Code Rule 4729:11-3-02 Record keeping.

Effective: December 15, 2019

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(A) A HME services provider shall maintain records for each client that has been sold or leased equipment.

(1) All records maintained in accordance with this rule shall be uniformly maintained and readily retrievable for inspection and copying by properly identified agents, inspectors or employees of the state board of pharmacy.

(2) All client records must contain a prescriber order, if required, and documentation of settings and other data relevant to the equipment that has been sold or leased, and other documentation regarding service checks of the equipment sold or rented to the client.

(3) All client records must be maintained for three years from the date of sale or in the case of a minor client, records must be maintained for seven years after the client turns eighteen years of age.

(B) A HME services provider located in this state intending to maintain records at a location other than the location licensed or registered by the state board of pharmacy shall notify the board in a manner determined by the board. Any such alternate location shall be secured and accessible only to authorized representatives or contractors of the licensee or registrant.

(C) A HME services provider maintaining records at location other than the location licensed or registered by the state board of pharmacy or via a computerized record keeping system shall maintain an executed agreement with the company possessing or storing the records authorizing an agent of the board access to the records maintained in accordance with this rule within three business days.

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